

**Donating Annual Leave through ESS to DOE Employees in the
Voluntary Leave Transfer Program**

Step 1. Log into your *Employee Self Service* (ESS) account.

Step 2. In the *Time/Leave* drop-down menu, select *Leave Donation Processing, Within Agency*. This will open the *Request to Donate Annual Leave to Leave Recipient* form.

Step 3. Enter at least the first two letters of the leave recipient's last name and click on *Search*.

Step 4. Select the desired employee from the drop-down menu and complete the form. Click on *Submit*.

Step 5. A confirmation screen will appear. Please verify you have filled out the form properly and click on *Submit*.

Note: A confirmation e-mail will be sent to you, the donor. The recipient will also receive an e-mail to let them know a donation has been made and the number of hours donated. The donor's identity will not be disclosed.

**All employees are encouraged to make all annual leave donations
(to employees within DOE only) through ESS.**

POINTS OF CONTACT FOR EMPLOYEES:

If you have any technical questions regarding leave donations, please contact the payroll help desk at DOE: 301-903-2500 or toll free 866-834-6246, option #4, option #4. Or you may e-mail them at PayrollCSRHelpDesk@hq.doe.gov.

If you need help navigating through or logging onto ESS, please contact the ESS help desk at DOE: 301-903-2500 or toll free 866-834-6246, option #4, option #8. Or you may e-mail them at ESSSupport@hq.doe.gov.